

‘SCHEDULE 1’
MINISTRY OF NATURAL RESOURCES AND ENVIRONMENT
GLOBAL ENVIRONMENT FACILITY (GEF) CONSULTANT
SALARY: C2 \$81, 600 P.A

JOB DESCRIPTION

Primary Objective:

To facilitate the MNRE’s access to GEF project funding through the effective planning and preparation of project proposals.

Duties:

1. Strengthen national awareness of GEF focal areas and their linkages to the relevant Multilateral Environment Agreements (MEAs), as well as the processes for accessing GEF assistance.
2. Promote public understanding of the GEF programs and the different levels of eligibility GEF assistance.
3. Identify areas of greatest benefit to Samoa from GEF activities in partnership with other GEF members, especially national stakeholders and MNRE Divisions.
4. Conduct research and promote strategic policy advice to the Ministry on GEF operations and funding opportunities for MNRE and other stakeholders.
5. Prepare both concept and detailed project proposals for submission to the GEF Secretariat and other funding sources.
6. Coordinate the preparation of PIFs and PDDs with GEF Implementing Agencies and Executing Agencies.
7. Consult with all relevant stakeholders in preparation of GEF proposals, as well as internally.
8. Provided technical advice to ACEOs managing projects on procurement of services and goods required for implementation of projects when preparing GEF proposals.
9. Oversee the involvement of private consultants in the preparation of GEF project proposals.
10. Coordinate the staging of GEF-funded projects and those by other donors to ensure effective implementation.
11. Work with GEF implementing agencies (UNDP, UNEP, FAO, ADB) to ensure the effective administration of GEF projects.
12. Facilitate, as alternate for GEF’s Operational Focal Point for Samoa, the participation of all the relevant stakeholders in GEF programs.
13. Assist in leading and managing resources and core functions of the GEF programme in order to foster quality assurance and ethical standards of all services.
14. Manage the allocation and be accountable for all physical resources and finances of GEF projects.

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15. Identify priority budgetary requirements for the project’s annual submission, budget review and provide annual reports of the division.
16. Deputise for the CEO where needed.

Selection Criteria:

1. Minimum qualification of a Bachelor degree in Project Management or any other relevant discipline (Essential)
2. At least 7 years relevant work experience (Essential)
3. Demonstrated ability in undertaking stakeholder-based research and assessment and identifying needs clearly for project intervention (Essential)
4. Demonstrated ability in the development of program logic and integration of associated projects into MNRE’s strategic plans (Essential)
5. Demonstrated ability to effectively plan for and manage resources, as well as lead and develop these resources to achieve defined targets/outputs in line with established ethical work standards (Essential)
6. Demonstrated ability to effectively plan and implement stakeholder consultations and focus group research with developing new projects (Essential)
7. Demonstrated ability in written and oral communications, strategic planning, analysis, computer literacy, decision making, networking and negotiations (Essential)
8. Good understanding of the state of Samoa’s environment and emerging issues (Essential)
9. Sound knowledge of all relevant legislations governing MNRE’s operations and GEF project (Desirable)

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